

# TOWN OF HARWICH

## Community Preservation Committee

### Community Preservation Committee Regular Meeting Minutes September 12, 2019

Approved 10.17.2019

#### Meeting Electronically Recorded

#### 1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:00 PM, on Thursday, September 12, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair Dave Nixon, Vice-Chair Mary Maslowski, Chris Rockett, John Ketchum, and introduced new committee members James Donovan (Real Estate and Open Space Committee Representative) and Donna Kalinick (2<sup>nd</sup> Selectmen's Appointment Representative)

Absent: Bob Doane, and the newly appointed committee members - Kim Bourgea (Housing Authority Representative), and Joseph McParland III (Housing Committee Representative)

Guests

#### 2. No public comment.

#### 3. Approval of Minutes:

A motion was made by Mary Maslowski, seconded by John Ketchum, to approve the July 11, 2019 CPC Meeting Minutes.

VOTE: Yes 5: Dave Nixon, Mary Maslowski, John Ketchum, Chris Rockett, and Jim Donovan

No 0;

Abstain 1: Donna Kalinick

Motion carried.

#### 4. New Business:

Carol Coppola, Town of Harwich Finance Director presented a report of Community Preservation Fund (*Handout*). The actual revenue as of 6/30/19 are shown. For possible project funding budget this committee will use the estimated receipts of fiscal year 2021. Additional funds may be added as projects close out their open balances and those funds are returned to the CPC accounts. Other adjustments may be made. We cannot spend the estimated fiscal year 2020, as it is not certified as free cash yet, a process that takes about a year. The State needs to certify the accounts, which happens after the town books are sent to the state at the end of the fiscal year (June 30, 2019).

#### a) Project Managers presenting oral and written reports on their projects with open balances

- 1) Bikeways Committee, Pleasant Lake Ave. Crossing Lights - Article #50 2018 (3); Depot St. North Crossing Lights - Article #40 2019, Harwich Bikeways Committee Paul Gazaille

Report (*Handout*). The Bikeways Crossing Lights at Pleasant Lake Ave. Project is complete. Returning \$468.47 to CPC.

No request for bids for the Bikeways Crossing Lights at Depot St. North Project have gone out yet. Another Bikeways Crossing Lights Project application will be submitted shortly; Depot Road South.

- 2) Hinckley's Pond Remediation & Public Access - Article #57 2018, Harwich Natural Resources Director Heinz Proft Report (*Handout*). The work on the remediation at Hinckley's has begun and is going well, with an expected completion date of Oct. 1<sup>st</sup>. ConsCom prescribed the monitoring conditions. The monitoring will continue, invoicing to come. The landside plans need to go through the town engineering department, then ConsCom, and State (bike path involved). If all goes as planned the treatment, monitoring and landside work should all come in to line.

- 3) Lower Cape Housing Institute - Article #40, 2019, CDP Director Housing Advocacy Andrea Aldona Report (*Handout*). Project complete. The 2018 Lower Cape Housing Institute had six attendees from Harwich. This included 15 hours of education in 6 sessions and post institute 7 town wrap-ups, with one in Harwich. Also, quarterly peer group sessions and 5 advanced training sessions were held. With all these programs Harwich had 16 attendees. The LCHI will continue to be held, requesting funding from the Lower Cape towns. The goal is to see all Cape towns growing their affordable housing inventory. In Harwich, affordable housing has seen a boost in the accessory housing bylaw and utilization of CPC funding the Affordable Housing Trust. It was commented on these programs are very valuable, and many more people are involved in affordable housing issue on the Cape. The CDP will again request funding for another Lower Cape Housing Institute.

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- 4) Mt Pleasant Cemetery Gravestone Conservation - Article #50 2018 (2), Harwich Cemetery Administrator Robbin Kelley – absent. A report will be submitted later.
- 5) Recreation & Youth Services, Brooks Park Expansion, Phase 4 - Article #29 2017; Veteran’s Memorial Field Fitness Stations - Article #30 2017; Brooks Park Expansion, Phase 5 - Article #54 2018; Whitehouse Field Improvements - Article #44 2019; Sand Pond Restroom Replacement - Article #43 2019; Replace 11 Lifeguard Stands - Article #40 2019, Harwich Recreation Department Director Eric Beebe

Report (*Handout*). Brooks Park Expansion, Phase 4 - Article #29 2017 - The work is complete. The playground is open and in full use. The new restroom will shortly be opened after the special permit is secured.

Veteran’s Memorial Field Fitness Stations - Article #30 2017 – The equipment has been delivered. The Highway Dept. will soon install and will be ready for use next spring.

Brooks Park Expansion, Phase 5 - Article #54 2018 - Lighting system for Brooks Park. All the work specs have been submitted to the Town Engineering Dept. for creating the RFPs. Waiting on them. The plan is that the RFPs will go out this fall so work can begin. This project has not yet gone before the HDHC. They will after RFP created.

Whitehouse Field Improvements - Article #44 2019 – Scoreboard and safety netting. All the work specs have been submitted to the Town Engineering Dept. for creating the RFPs. Waiting on them.

Sand Pond Restroom Replacement - Article #43 2019 – Phase #1 of Sand Pond Revitalization Project. Specs for the pre-cast concrete restroom facility will be submitted to Town Engineering Dept. for the creation of the RFP. Estimated completion – by summer season next year.

Replace 11 Lifeguard Stands - Article #40 2019 – Money is now available. The stands are very time consuming to build. The Highway Dept. will get going on the stands soon. The highest priority stands will be completed by summer season next year.

- 6) Brooks Academy Museum, Phase 1 Study - Article #65 2014; Assessment & Restoration of Foundation - Article #41 2019, Brooks Academy Museum Commission Chair David Spitz

No written report. BAM Phase 1 Study - Article #65 2014 - No money has been spent yet. After this year’s town meeting they met with the new town engineer and town administration. The project’s RFP is planned to go out by the end of Oct.

Assessment & Restoration of Foundation - Article #41 2019 – A new problem has been noticed with the east side of the building’s exterior siding. Once the foundation has been studied and addressed, if and only then, they wondered if they could go forward to study the exterior siding? The warrant article is to study and address the foundation. Chris, John and Mary agreed that the BAMC should “stay the course” on just the foundation.

- 7) Habitat for Humanity Cape Cod, Murry Lane - Article #53 2018, CPC Liaison and Grant Writer Christine Duren Report (*Handout*). 32 homes are in the works under some degree of construction, permits, etc.; 11 homes are in the viability stage. Habitat is present in the Cape communities of Harwich, Chatham, Orleans, Mashpee, Falmouth, Wellfleet, Truro, Brewster and hopefully soon Sandwich. The Murry Lane really has two sections – Habitat and the neighboring property, the Thatcher Realty site. The utilities problems that caused delays have been resolved. The tenant will be relocating soon. The septic has been installed. They have been able to clear the whole parcel of the trees. The building permits and water tap permits have been submitted. Drainage and road work need to be done. They hope to have the asphalt laid before the plants close for the winter. Unit Applications will be open January 2020, that is a six-month process. Closings will be summer 2021. No “blitz build” is planned in Harwich. That requires heavy scheduling and can only done once every 2 years. It was noted that the target is to have a 10% inventory of affordable housing in Harwich. That means they would to add 22 units a year to meet that goal. The six units at Murry Lane will be affordable housing in perpetuity. Habitat for Humanity of Cape Cod is not looking at other sites in Harwich at this point.

- 8) Conservation Commission, Red River Beach Shoreline Stabilization Project - Article #45 2019, Harwich Conservation Agent Amy Usowski

Report (*Handout*). *Correction on report – delete - wanting an extension*. This project is to stabilize the beach and save the entrance which would protect a valuable town asset and protect it environmentally. They have Harwich ConsCom approval. A permit has not been issued yet, so the State has not denied it yet. It is hung up by the Natural Heritage (and Endangered Species) Program which has been asking several questions. Amy is working with the town engineer and them to resolve the situation. If denied, then they would need to go through litigation. The problem is what type of landform is it and does it

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meet the regulatory ability to have a hard structure before it, like a revetment? The landform is of sand with rocks and shells. The town had a practice of dumping sand there over the years to protect the area. That practice stopped; that dumping was doing far more harm than what this proposed project would create. The photos on the *handout* show the difference between how the area looked before and now after the sand dumping has stopped.

9) Records Storage Facility at the Harwich Community Center – Article #30 2016, Assistant Town Administrator. No written report. Town Administrator Chris Clark reported that the changes in town personnel have delayed this project. Now Assistant Town Administrator Joseph Powers will lead the project.

10) Land Acquisition, Judah Eldredge Property Purchase - Article #55 2018, Town Administrator Chris Clark Report (*Handout*). Extensive work is necessary to complete this project. The land will be taken by eminent domain. There is more money due in back taxes than what the property is worth. An escrow account to satisfy the back taxes is not complete. The Town Counsel, KP Law is working on this process. They determined the initial work on the title search was inadequate. Some 435 title searches with more detail are needed. The title examiner determined a complete survey is needed. We are now looking at a six-month time frame. The land will have a conservation restriction.

11) Housing Trust and Part-time Housing Coordinator - Article #58 2018 and Article #42 2019, Town Administrator Chris Clark Report (*Handout*). The Part-time Housing Coordinator has a two-year contract. To get this going, the first year's work was a 20-hours a week for 6 months. Now in the second year, it will be a 10-hours a week position.

The Housing Trust, which has \$800,000 on account, is working with the Massachusetts Housing Partnership on development of affordable housing sites. They will also be meeting with Habitat for Humanity of Cape Cod to look at options, maybe a small 2-unit or a duplex. *The Harwich Land Inventory Prioritization Matrix* is part of the *handout*. They have been reviewing Oak Street, 265 Sission Road, and Depot Road. The Trust is also working with Harwich Real Estate and Open Space Committee. Private developers have also contacted them. They may come forward and ask for funding. The next Trust meeting is Oct 24, 2019. If you are interested in this matter, please attend their meetings.

Reports only – *No presentation*

12) Brooks Free Library, Rogers Groups Statues Restoration - Article #31 2015, Digitization of Harwich Oracle - Article #50 2018; Exterior Project - Article #39 2016, Brooks Free Library Director Virginia Hewitt. Report only (*Handout*)

13) Albro House Ramp Access, Poarch and Door Replacements - Article #30 2016; Building Assessment & Evaluation - Article #50 2019, Harwich Town Planner Charleen Greenhalgh. Report only (*Emailed prior to meeting*)  
Town Administrator Chris Clark reported that Article #50 2019 Albro House Building Assessment & Evaluation project has been dismissed. The approved \$2,500 can be returned to CPC accounts.

b) Discussion – Third party grant agreements

(*Handouts*) Grant agreements are necessary. This is a very confusing matter. The applications states what is required; they are signed by the submitters. Town of Harwich Finance Director Carol Coppola provided new drafted samples of grant agreements for 2018 and 2019 approved warrant articles between the town and private entities/outside agencies: the 2018 and the 2019 Housing Trust/Part-time Housing Coordinator, for the CDP's Cape Housing Institute, and for Habitat for Humanity of Cape Cod. Carol does not have any recommendations. These are standard grant agreements we can fashion. Carol did prepare internal and external agreements two years ago but was asked to put them away. The State does mandate such grant agreements with the Trust, etc. To be executed. So, action is needed. To be determined if both external and external grant agreements are State mandated. We will need to ask that question.

Committee members want to review these agreements first. Then the grant agreements should go to town counsel for review. It is OK to execute a grant agreement for 2018 warrant article, after the fact.

Chair Nixon did speak with an outside counsel regarding grant agreements per the July 11, 2019 CPC meeting.

Unfortunately he works for the Town of Harwich, so he has conflicts of interest. He gave some recommendations. Dave is now working with West Yarmouth and learning their procedures.

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### 5. Old Business:

- Chris Rockett did meet with the Nauset Newcomers Club. They will allow us to present April 6, 2020 at 9:30 am. They want us to partner with Chatham for a presentation. Chris will reach out to Chatham CPC counterpart to organize. Someone will have to do the presentation.
- John Ketchum is working on the website list. The membership was up to date. He will do another member update.

### 6. Next meeting's Agenda points:

- Website inputs
- Should we extend the deadline for committees/boards support documentation for applications as have we did once in the past? The HDHC has seen only one application, and not yet reviewed it for approval. This support is this CPC's practice, not a State requirement. The board secretary will send the committee members past meeting minutes regarding this issue to update members.

### 7. Adjournment

A motion was made by Mary Maslowski, seconded by Chris Rockett to adjourn.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

Adjournment 8:11 PM.